

City of Fort Worth, Texas Job Description

Classification Title	Environmental Supervisor		
Job Code:	PR1511	Job Family:	Professional
Pay Grade	611	Date Reviewed:	07/09/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises and coordinates environmental quality program activities and operations within assigned division/department. Coordinates assigned activities with other divisions, outside agencies and the general public; and provides complex staff assistance to the assigned senior management personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Identifies opportunities for improving methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned environmental programs, methods and procedures; and works with employees on the continuous improvement of programs and services.
4. Supervises and manages grease abatement and liquid waste programs. Ensures facilities comply with permit requirements; and conducts inspections, as needed.
5. Provides technical assistance to subordinate staff on complex environmental situations and conditions; conducts inspections and surveys on the more difficult and/or unusual problems, as needed.
6. Writes specific departmental procedures consistent with environmental protection objectives; prepares technical papers and articles dealing with specific environmental issues; and develops legal contracts with vendors for environmental activities.
7. Addresses interested environmental groups and the general public. Works on environmental task forces.
8. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments as necessary.

9. Provides staff assistance to the assigned senior management personnel; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
10. Coordinates environmental quality activities with those of other divisions, outside agencies and organizations.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operational characteristics, services and activities of an environment management program.
 - Modern and complex principles and practices of environmental control measures and devices.
 - Principles and practices of clean air and/or water standards.
 - Methods and techniques of scientific research.
 - Principles of municipal budget preparation and control.
 - Principles of supervision, training and performance evaluation.
 - Pertinent Federal, State and local laws, codes and regulations pertaining to environmental issues.
- **Skill in:**
 - Organization and time management.
 - Computers and applicable software.
 - Prioritization.
 - Planning.
 - Research and analysis.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Plan, analyze, and evaluate conditions potentially harmful to the environment.
 - Design pollution prevention programs to accomplish environmental management goals.
 - Supervise, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Recommend and implement goals and objectives for providing effective environmental protection services.
 - Interpret and explain City environmental policies and procedures.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in biology, chemistry, environmental science, or a related field and four years of responsible experience in environmental management programs and services, including one year of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.